



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY CADET COMMAND
FORT MONROE, VIRGINIA 23651-1077

ATCC-I

3 August 2001

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Business Reply Mail (BRM) and Bulk Rate Permits

1. Headquarters (HQ), Cadet Command has renewed its Business Reply Mail (BRM) Permit #280 for use by all its brigades, battalions, nurse programs, and recruiting programs. This permit will be renewed annually.
2. At this time, all brigades, schools, nurse programs, and recruiting programs with an active BRM account should be using HQ, Cadet Command's Permit #280. No renewal fees will be paid for individual BRM accounts. When using Permit #280 there is no charge to you if you have a regular BRM account at your local Post Office; however, there is a \$375 fee for having an accountability account.
3. Procedures for establishing a BRM Account:
 - a. Take the letter authorizing you to use HQ, Cadet Command permit #280 (encl) to your local post office to set up your BRM Account. A copy of the receipt has been Xeroxed on the bottom of the authorization letter.
 - b. For schools/programs generating more than 1400 pieces of business reply (returned) mail a year, it is recommended that you pay the \$375 fee for an accountability account. This fee allows you to send/receive mail at a cost of the First Class Rate plus 8 cents per piece and saves your school/program money. This fee will not save you money on total yearly returned mailings of less than 1400 pieces. The regular BRM rate is at a cost of the First Class Rate plus 30 cents per piece of mail sent/returned.
 - c. Once you take the letter and copy of the receipt to your local post office, they will give you a zip+4 to be used on your business reply cards and envelopes. To have your zip+4 barcode designed, please provide your return mailing address assigned by the post office to U.S. Army Cadet Command, ATTN: ATCC-MM (Ms. Patricia Madden), Fort Monroe, Virginia 23651.
4. Schools should no longer be using their university's nonprofit and subsidized BRM or Bulk Rate permits. Guidance on this issue was furnished to all schools.
5. Schools should have individual ROTC Bulk Rate Account.

ATCC-I

SUBJECT: Business Reply Mail (BRM) and Bulk Rate Permits

6. Army Regulation (AR) 25-51, para 2.24 - Nonprofit and Subsidized Rates, states: "In accordance with DOD 4525.8-M the Department of Army (DA) is not authorized to send mail at nonprofit or subsidized rates (that is, special bulk Third-Class rates, Fourth-Class library rates, and the following Second-Class rates; in-country, special nonprofit, classroom, science of agriculture, limited circulation, and limited circulation science of agriculture)."

7. Guidance was sent out 13 January 1999 from this office to schools, brigades, and regions reference Beginning Centralized Automated Payment System (CAPS). This guidance stated: "By 1 January 1999, Public Law 104-134 requires all payments to vendor be made via electronic funds transfer (EFT), including transactions with the United States Postal Service (USPS)." This guidance also stated that CAPS currently covers permit mailings, business reply mailings, postage due, etc. If your local post office is not equipped with CAPS, you will need to establish a local BRM and/or Bulk Rate Account.

8. Schools needing copies of the CAPS Application Form and the ACH Vendor Form (SF 3881) may request them from the point of contact (POC) listed below at atcc-postal@monroe.army.mil.

9. For your information, a list of regions, brigades, and schools that have not submitted the required postal reports for FY 01 has been sent to Resource Management and processing of requests for funding will be delayed and questioned until an accurate accounting of expenditures has been received and verified.

10. The POC is Ms. Rose McClark at (757) 727-3069, DSN 680-3069, or email atcc-postal@monroe.army.mil.

Encl
as



PATRICIA W. CRITZER

Director

Information Management Directorate

DISTRIBUTION:

All Battalions
All Brigades
All Recruiting Programs
All Nurse Programs

CF: All Region IMOs
All Region P&As
Ms. Madden, HQ MKTG
Ms. Swanson, HQ, RM (1ROTC)
Mr. Blondin, HQ RM (2ROTC)
Ms. Hunter, HQ, RM (4ROTC)
COL Hartman, HQ, Nurse



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY CADET COMMAND
FORT MONROE, VIRGINIA 23651-1077

August 3, 2001

Postmaster
Department of Mailing Requirements
United States Postal Service

Dear Postmaster:

Headquarters, U.S. Army Cadet Command, Fort Monroe, Virginia, has paid the appropriate \$125.00 annual fee for renewal of the Business Reply Mail Permit #280 for the period August 4, 2001 - August 4, 2002. A copy of our original receipt (PS Form 3544) is shown below.

The office submitting this letter to you is one of our ROTC battalions, Nurse Programs, or Brigade Recruiting Programs and is hereby authorized to use permit #280 for the period denoted on the original receipt.

Should any further information be required, please contact Ms. Rose McClark at Fort Monroe, Virginia, at (757) 788-3069.

Thank you,

For *Edwards*
Patricia W. Critzer

Director
Information Management Directorate

Post Office Receipt for Money

Post Office	Station	Unit ID	Amount (Write out in words) One hundred twenty five dollars	Amount \$125.00	For Annual Fee - BKM	Received From (Show address only when receipt is mailed) U.S. Army Cadet Command	Postmaster (By) <i>Edwards</i>	PS Form 3544, January 1995
Original								

Thank you

USPS-23670
AUG - 3 2001
FOTON VA MAIL OFFICE
No. 87

Permit Number or SSN
280